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22 APR 1958

MEMORANDUM FOR: Director of Communications

SUBJECT: Civilian Specialist Reserve Spaces for the
Office of Communications

REFERENCE: Your memorandum, dated 14 April 1958,
same subject

1. Your request for the establishment of a unit of the CIA Civilian Specialist Reserve composed of 35 spaces is approved. The Chief, Mobilization Staff will confer with your representative concerning details of job titles and grade levels. He will also see that Form 261, T/O Change Authorization, is issued. When issued you may then use this authorization against which personnel actions may be submitted.

2. The allocation of 35 spaces for your unit is valid until 31 July. Should it not be possible to firmly obligate all these spaces by that date (obligation as used here means firm acceptance from the individual of proffered membership in the Civilian Specialist Reserve) it may be necessary to recall those unobligated. These slots could then be made available for components participating in the Civilian Specialist Reserve who have demonstrated need for additional slots. On the other hand, if on 31 July all 35 of your slots are not obligated and there is no compelling need from the rest of the Agency, they would still be available to your Reserve unit. This conditional approval is made necessary in order to utilize to the maximum the 50 spaces that were approved by the Project Review Committee.

3. As soon as it becomes apparent that all of the 50 slots authorized by the Project Review Committee are firmly obligated, the Office of Personnel will review the experience of the Civilian Specialist Reserve and apply to the Project Review Committee for an extension of the scope of the Project.

1st Gordon M. Stewart
Gordon M. Stewart
Director of Personnel

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